

CITY OF LAKE JACKSON  
JOB DESCRIPTION

APPROVAL DATE 10/01/97  
REVISION DATE 9/01/05

---

JOB TITLE:	Facility Assistant (Leagues and Programs)	PAY CLASS: M-2
DEPARTMENT:	Parks and Recreation	PAY GRADE: 720
DIVISION:	Recreation	FLSA: Exempt
SUPERVISOR:	Recreation Center Supervisor	JOB NO: 37004

---

**BASIC FUNCTION:**

Performs a variety of administrative and operational duties associated with the operation and management of the Recreation Center – Lake Jackson. Will work under the general supervision of the Recreation Center Supervisor. Exercises supervision over instructors and nursery attendants and will serve as the building manager on duty as per assigned schedule.

**PRINCIPAL RESPONSIBILITIES:**

The following examples are intended to be illustrative only, and are not intended to be all-inclusive.

1. Implement and administer City sponsored recreational programs.
2. Implement and administer City sponsored aerobics programs, offering a wide variety of aerobic opportunities.
3. Provide supervision for recreational program and fitness program instructors.
4. Develop and implement a comprehensive summer program.
5. Serve as supervisor on duty during assigned shifts, providing supervision to recreation leaders, lifeguards, nursery staff, instructors, etc.
6. Provide supervision to recreation center nursery staff.
7. Responsible for varying contributions to the recreational brochure and city newsletter.
8. Assist with all city sponsored special events.
9. Perform related duties as assigned and required.

**MINIMUM QUALIFICATIONS:**

Knowledge, Skills, and Abilities: Requires knowledge of recreation, recreational facilities operations, and customer service. Computer skills required. Ability to establish and maintain effective working relationships with supervisors and subordinates. Ability to understand all policies of the City of Lake Jackson, and understand all rules, regulations, and policies of the Lake Jackson Parks and Recreation Department. Ability to collect, analyze and present data in report form. Ability to communicate (verbally and in writing) with staff and patrons of the facility.

**Education:** Bachelor's degree in related field from an accredited college or university.

**Experience:** Two (2) years recreation facility administration experience, including one (1) year in a supervisory role, or any equivalent combination of training, education, and experience that provide the required knowledge, skill, and ability.

NOTE: Any work-related experience resulting in acceptable proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

**Licenses and Certificates:** Texas Class C Drivers License. Must possess or be able to obtain Red Cross CPR and First Aid Certification within 30 days of employment.

---

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILLS WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.

---